



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2025



Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. The Nomination Form is enclosed to help you along your way! Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards as the nominations are received in the Office, and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Thursday, July 31st, 2025. GUIDELINES: Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.

AREA E BOARD OF DIRECTORS

Craig Williams, CCS, President
Jim Hardin, CCS, Vice-President
Membership Chair
Green Commission Co-Chair
Barb Varner, CCS, Secretary
Green Commission Co-Chair
Rashad Sanford, Treasurer
Finance Commission Chair
Miquel Casara, Director-at-Large
Doyle Sims, Director-at-Large

IMPORTANT DATES

- June 25th -- Board Meeting @ 7:30 p.m.
ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Alarm Permit



Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2025-2026 year are due to the Village by June 30th, 2025. A copy of the permit is due to the Cooperative Office by July 31st, 2025. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm.



Recycling



Recycling is picked up once a week on Thursdays. All Members were provided a recycle bin when they moved in. Items that are accepted for recycling are aluminum, tin, metal cans, plastic bottles and containers, glass bottles and jars, cartons, file folders, office paper, envelopes, glossy paper, magazines, flattened cardboard boxes, cereal, tissue and frozen food boxes, newspapers, catalogs, phone books, and paper bags. **Please rinse out bottles, cartons, etc.** to help deter rodents from coming to the area. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. When they are left out, they make the property look less appealing, and they can blow around and damage property and vehicles. Thank You!



Gutter Cleaning



Illiana Roofing will begin spring gutter cleaning on June 2nd, weather permitting, and continue until complete. The crews will be on the roofs and will blow the debris out of the gutters. They will return to remove the debris that fell from the gutters to the ground. For the safety of the crews doing the work, we ask that Shareholders do not disturb them and please be patient and allow the contractor to fully complete the job. We appreciate the cooperation of all of our Shareholders to ensure that the gutters get completely cleaned out of all debris.



Rule Reminders



Safety of our Shareholders and guests is of our utmost concern. Children playing in and around the cars and bike riding in the court parking lots are areas of concern. Please remind children about Cooperative rules for their safety. Remember, children are **NEVER** allowed to play in the court entrances or parking lots. Ball playing is also **NOT** allowed in the Cooperative. Failure to abide by these rules may result in fines being imposed. Make sure to keep watch over your children for their safety as well as the safety of others.



Flower Reimbursement



The Cooperative will again reimburse Members for their purchase of flowers. You will be reimbursed half of your purchase price up to \$25.00. Those looking for reimbursement must drop their itemized receipts into the drop box at the Office. You should then contact the Office to set an appointment for your reimbursement to be picked up. Flowers and bushes are the items eligible for this reimbursement. Receipts will be accepted through November 26th, 2025. Thank You!



Pet Reminders



Please be careful and mindful of your neighbor's and other private property and gardens when walking your pets. The *House, Grounds, and Member Relations Manual* states on Page 23 that Members must also be in compliance with Village Ordinances in regard to pets. This includes allowing your dogs and/or cats to run loose. These are ticketable offenses! Failure to abide by the rules of the Cooperative or the Village of Park Forest may result in fines.



Garbage Pick Up



Please remember, all garbage cans must have lids on them. While bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate place or else Homewood Disposal will not pick them up. Failure to place garbage in the correct areas may result in Homewood Disposal leaving your garbage where you placed it, and the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Please also remember, garbage may not be set out prior to the evening before pick up. We want to keep our area clean and neat, and failure to abide by the garbage policies will not only result in fines being given, but it may also attract rodents to our area. Thank You for your cooperation!



Parking



Please remember that parking is limited in the Cooperative. Each unit has one assigned parking space. While this may be inconvenient, parking is not allowed in other Members' spaces as well as the fire lanes. If a car is seen in the fire lane or double parked, it may be towed at the owner's expense. Thank you for your cooperation in this matter.



Marketing Report—Available Units



To aid in the sale of your unit, contact the Cooperative Office and give permission for the staff to show your unit!

2 Bedroom Interior

E-1	\$40,000
E-3	\$32,000
E-4	\$30,000
E-7	\$30,000
E-8	\$25,400
E-9	\$55,000
E-10	\$32,400

WELCOME!

Samantha Saint Pierre

Mawusi Sedodo

Keith Edwards

Erick Sanchez

Ronald Thomas

2 Bedroom End

E-13	\$43,400
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3 Bedroom DU/SD

\$44,900

Don't forget, you will receive a \$100 referral fee for a person that purchases a unit and lists your name on the application.

Highlights From The May Board Meeting

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The May Meeting of the Board of Directors was held on Wednesday, May 28th, 2025. All Board Members were in attendance with the exception of Miquel Casara, Director-at-Large. There was one Shareholder in attendance. The Board of Directors approved the Reorganization Meeting held on April 23rd, 2025, after the Annual Meeting and the Commission Chairs discussed in Executive Session. The February 19th, 2025, Executive Session and General Session Board Meeting Minutes were approved. Member Comments included clarification on the Pet Policy for puppies. There were five new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been walking the property for violations, keeping up with garbage on the property, re-grading bad areas against units, repairing and seeding bare spots on the property, repairing roof leaks, repairing damage from roof leaks, patching leaks from water damage to the kitchen from the bathroom, repairing gas leaks, repairing or replacing bad hot water heaters, repairing basement

leaks, re-routing downspouts and sump pump lines, repairing windows, keeping up with the Handyman Service, trimming trees, working on move-out/move-in units, repairing air conditioners, and preparing for summer and fall projects. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were 9 units on the market, the Annual Meeting was a success, the first application of fertilizer was completed with the second application to be completed in a few weeks, spring gutter cleaning will be completed soon, the Cooperative again donated \$450.00 to the National Fire Safety Council through the Park Forest Fire Department, the Senior Homestead and Senior Freeze checks for Tax Year 2023 were finally able to be processed, and displayed the Certified Cooperative Specialist Certificates received by Craig Williams, President, James Hardin, Vice-President, and herself. President Craig Williams thanked the Board Members for their diligence in setting policies for the Management Staff to carry out, thanked Sandy Isaac, Property Man-

ager, and Luis Hernandez, Maintenance Supervisor, for the excellent work along with their respective staffs, mentioned hearing stories of what other Cooperatives are experiencing and stated the integrity of Area E Cooperative surpasses all others with the commitment of the Board of Directors and Staff. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,155.78 in interest on the MaxSafe CD for the period of January through March, 2025, the 2024 Final Audit Report was received, and a copy sent to NCB in accordance with our mortgage terms and to Old Plank Trail Bank in accordance with the ACH Debit Program, and the 2024 Federal and State Tax Returns have been received for signature and filing. There was no Member Satisfaction Commission report. Jim Hardin and Barb Varner, Green Commission Co-Chairs, stated they would be in contact with Carrie Malfeo, the Village of Park Forest Sustainability Coordinator. Recycling and removal of Dishes in yards was discussed. There was no Unfinished Business. The Board Meeting adjourned at 8:15 p.m.



Grounds



Spring has sprung and, with the new season, comes yard work. The Grounds Department offers services of trimming bushes, weeding of flower beds, window well cleaning, etc., for \$35.00 per hour. If Members are in need, call the Office and put in a work order. Please remember that if this grounds work is not completed, you may receive a warning and/or a fine if the work needs to be completed by the Cooperative. There is only one grounds warning given out for grounds violations in a calendar year.



Yard Waste



Homewood Disposal picks up yard waste on the same days as garbage, Tuesdays and Fridays. If you have yard waste, make sure you use the appropriate bags and stickers and place them by the curb no earlier than the evening before regular garbage pick up. If yard waste bags are left near the rear porch, they will not be picked up. They must be placed in the same area as excess garbage and recycling. Stickers are available for purchase in the Cooperative Office or Village Hall. In order to purchase stickers from the Cooperative, you should contact the Office and set up an appointment. Homewood Disposal is no longer utilizing pre-printed bags. Shareholders must purchase brown bags elsewhere and purchase stickers to put on the bag. Any bag that does not have a sticker will not be picked up. If you are found to be putting bags out without stickers, fines will be assessed accordingly. Thank you for your cooperation in this matter.

Park Forest Cooperative IV Area E June, 2025

66 Fir Street
Park Forest, IL 60466

Phone: 708-748-9005
Fax: 708-748-7004
Emergency Maintenance: 708-754-2003



AREA E COOPERATIVE STAFF

Sandra J. Isaac, RCM, CCS, CAM, Property Manager

Katie Paraday, Sales/Bookkeeping

Roxanne Shutts, Maintenance Secretary

Nia-Imani Thomas, Office Assistant

Luis Hernandez, Maintenance Supervisor

Eric Lewis, Maintenance Staff

Juan Vega, Maintenance Staff

Jason Hefner, Maintenance/Groundskeeper

Kevin McPhee, Groundskeeper

Mission Statement

Our mission is to work as a team, and fulfill the needs of the Members by providing quality service and workmanship, in a timely and professional manner in order to achieve the highest level of satisfaction of our Members.

If we fail to meet this mission in any way, please let us know so that we can improve our service and workmanship standards to meet your needs.



www.parkforestcooperative.org



NOTE: Please note that the "Highlights From The Board Meeting" section of the *Update* are not to be confused with the actual Board Meeting Minutes which are approved by the Board of Directors. This section is to provide you with open communication regarding discussions at the Board Meeting for those of you who cannot attend. Approved Board Minutes are available for your review in the Cooperative Office by request to the Board of Directors. Members can request a copy of the Board Meeting Agenda the Tuesday prior to the Board Meeting. All Board Meetings are recorded. Please remember that the Executive Session Board Meetings held prior to the General Session Board Meetings may run longer than expected. We apologize for any inconvenience.

Thank You!

The Cooperative wants to say Thank You to all of those Members that go above and beyond to assist their neighbors. Whether it be shoveling, cutting grass, or even just visiting with your neighbor. These gestures are what make our Cooperative a great place to live!

Grounds Warning Tickets

Please remember, only one grounds warning ticket is issued to a unit in a calendar year. For example, if you received a warning ticket in May for weeds and in August it is noted that your grass needs to be cut, no warning ticket will be issued. The grass will be cut and the appropriate fee will be assessed.



Water Damage



To help avoid water damage to your bathroom floor and kitchen ceiling, please point your shower-head into the bathtub. The bathroom floor should be dried after the shower or bathtub is used. While bathmats can be helpful, you should not let a wet bathmat sit on the floor. Using a shower liner in addition to the shower curtain is strongly advised. If there is water damage to your kitchen ceiling that comes from water on the bathroom floor, fees may be assessed if repair work is necessary. Thank you!



Work Orders



Please call in work orders for any problems you may encounter, no matter how small they may seem. Repairing problem areas early on will avoid larger problems. For example, if you notice bubbling of paint, a sagging ceiling, pipe corrosion, etc., please call the Office as this may be the sign of a leak or other problem. Please do not be neglectful. Thank you for your cooperation!!